Microsoft Word: Formatting Tips & Tricks

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Changing Font and Paragraph Defaults

Microsoft Word 2013 uses a different default font and paragraph setting than previous versions. A new font called “Calibri” is used, and the paragraph settings use a line spacing of 1.5 with additional spacing between paragraphs.

To change the default font:

1. Click the Dialog Box Launcher found in the bottom right corner of the Font group.
2. Select the Font, Font Style, Size, and any other options to be set as the Default.
3. Click the Default button at the bottom left side of this box.

To change the default paragraph settings:

1. Click the Dialog Box Launcher found in the bottom right corner of the Paragraph group.
2. Select the alignment, Indentation, and Spacing settings to be set as the Default.
3. Click the Default button at the bottom of this window.

For both settings, this dialog will appear. To apply the changes to all documents you create from now on, choose, “All documents based on the Normal template”.
Changing AutoCorrect and Pasting Options

Word has many AutoCorrect settings that can be helpful, but some may cause problems as you are typing your document. To change these options, click **File > Options**. When the Word Options window opens, select **Proofing** and click **AutoCorrect Options**.

If you are having issues with Word changing the format of your document, select the **AutoFormat As You Type** tab. Uncheck the boxes you wish to disable.

Word also has the ability to carry the formatting from one document to another when you copy and paste. To change the options, select **Advanced** and scroll down to the **Cut, copy, and paste** section. **Keep Text Only** will strip the formatting of any copied text. You can also use **Merge Formatting** if you want to maintain elements of the copied text such as italics or bold.
When your document requires all pages have a first line indent you can apply one simple format and have all lines indent at the same time.

**First Line Indent**

1. First make sure you can view your “Ruler”. Click on the **View Tab** and check **Ruler**.

2. Next go to the **Home Tab** and Click the arrow on the **Select button**, choose **Select All**. This selects your entire paper.

3. On the ruler guide **Click** on the **First Line Indent slider** and **drag** to the half inch margin.
Setting Tabs with Dot Leaders

Open the Tabs Format option by double clicking on the ruler bar. Paragraph options appears. Click on the Tabs button at the bottom left.

1. In the Tabs box click type in the Tab stop position.
2. Select Right for alignment
3. Select “2” as the Leader
4. Click Set and Ok

Click Tab button on keyboard to apply the dot leader tab
Page Numbering

1. On Insert Tab click on Page Numbering choose position (Bottom of Page) and choose position on page (Plain Number 2)
2. Your page number will now be display at the bottom center position in the footer
Inserting Chart on a Landscape Page

1. Position your cursor at the bottom of the “portrait page” where you want to insert the “landscape page”

2. Go to Insert Tab > Click Page Break. A new page will be inserted.

3. With your cursor in the same position as it was when inserting the page break, go to the Page Layout Tab > Breaks > Section Breaks > Next Page


5. Insert chart or picture onto page.
4. Click at the bottom of the chart and insert another Section Break.

5. **Double click in the Footer > Select the Page Number >** Click the **Link to Precious** option in the Navigation options > Click **Page Number** and choose **Remove Page Numbers**
6. Click on the next page that needs to be turned Portrait. Go to Page Layout > Orientation > Portrait.

7. Double click in the “Footer” > Click Link to Previous > Go to Page Number > Choose page number position (center bottom)

Adding Page Number to Landscape Page

1. Double Click in the footer > Select the page number and hit the delete key on the keyboard

2. Page Number > Page Margin > Large Left

3. Select Number > on Home Tab > Change font to match document > Change font size to match the document (times new roman, 12 pts)

4. Change line spacing to single and no spacing after paragraph
5. Select text box holding number by clicking on the edge.

6. On the **Drawing Tools Format Tab** click the **Shape Styles callout button**

7. In the **Format Shape box** click on **Text Box**

8. Check **Resize shape to fit text** > Uncheck **Wrap text in shape box**

9. Change **text direction** Rotate all text 90 degrees

10. Change all internal margins to “0”

11. Click **Close**
12. On the Drawing Tools Format Tab choose Position > More layout options > Change Horizontal Absolute position to 1” > to the right of Page > Change Vertical Alignment to **Centered** relative to Margin > Ok
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